

## **2009-2010 Daniels PTA Deposit Guidelines/Tips**

**Please remember** – Ginny Tyler, PTA Treas. Elect, will make all PTA deposits.

### **Preparing deposits-**

1. Separate cash and checks.
2. Place coins in a baggie with subtotal noted.
3. Separate cash by denomination. Turn all bills the same way and in order by denomination. Rubber band or paper clip cash together and attach a note to bundle with total.
4. Separate State Employee Credit Union checks (if any) and place first in the check bundle. (Daniels PTA account is with SECU and they require this separation.)
5. Turn all checks the same way, rubber band or paper clip together and attach a note to check bundle with total.
6. **Include a completed Daniels Middle School PTA Funds Received Form with your funds received. Ginny has been instructed not to accept any funds without a completed Funds Received Form.** Copies of these forms can be found in the PTA treasurer-elect box in the PTA room in the media center and in the PTA treasurer's box in the main office. We also plan to send an electronic copy to all board members once we receive the e-mail addresses.

### **Delivering deposits -**

1. Please contact Ginny Tyler by phone at 571-9442 to let her know that you have a deposit to drop off.
2. Arrange with Ginny a mutually agreed upon method for delivering your deposit to her.

### **Questions ? ? ? –**

Please contact Ginny by phone or at [ginnytyler@nc.rr.com](mailto:ginnytyler@nc.rr.com).